

**JOB DESCRIPTION**  
**PUBLIC TRANSPORTATION DEPARTMENT**  
**TRANSIT DIRECTOR**

1. **JOB TITLE:** TRANSIT DIRECTOR
2. **DEFINITION:** The position of Transit Director requires an individual who is capable of exercising independent judgment and communicates well with staff and the general public and who possesses the education and/or relevant experience regarding overall transit operations and is familiar with local, state and federal operating and budgeting procedures and laws. The employee will be responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
  - a. The Transit Director must be capable of safely operating an automobile, personal computer, photocopier, blue print, calculator, telephone, facsimile, microphone and other modern office equipment.
  - b. The job location is in the Public Transportation Department. All City facilities and vehicles are smoke-free.
4. **ESSENTIAL FUNCTIONS:**
  - a. Develops and implements system policies, programs, budgets, objectives and procedures in conformance with Administrative and Council policies and directives.
  - b. Directly supervises the system operation (including transportation, maintenance, customer service and department personnel).
  - c. Shapes the transit service to meet the local needs of customers and potential customers within the authorized resources.
  - d. Represents and promotes transit through speeches and other outreach to local groups throughout the community.
  - e. Assures the operation of the department and system in most cost effective and efficient manner including recommendations for commencement, improvement, modification or elimination of transit service.
  - f. Maintains channels of communication with City, County, Regional and Federal officials and citizens who may have a direct or indirect involvement with the transit system.

- g. Researches federal and state sources for available funding assistance; oversees and/or prepares grant applications.
- h. Maintains financial and historical project records, prepares and coordinates budgets among other transit agencies for all outside transit projects participated in by the City of Murfreesboro.
- i. Designs and/or oversees implementation of market surveys, marketing campaigns and information and promotion programs.
- j. Completes and maintains all documentation required by Federal, State and local reporting requirements related to overall ridership, ADA usage, ridership revenue and etc.
- k. Acts as City liaison to the Federal Transit Administration and Tennessee Department of Transportation related to transit programs and funding.
- l. Collects and researches information and data and prepares reports and recommendations.
- m. As directed, attends meetings, including those scheduled after normal working hours.
- n. Receives, analyzes and responds to all citizen and Council requests and makes recommendations related to all transit related issues.
- o. Prepares specifications for transit system contracts, supervises selection process and contractors selected.
- p. Operates an automobile for the purpose of field inspections.
- q. Administers and manages project and budget costs.
- r. Sits, stands, stoops and walks, intermittently.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Enters data into computer, prepares maps, answers telephone, and runs errands. Occasionally required to move office furniture and equipment.
- b. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Minimum of three years of public transit management experience required; additional transit or management experience or graduation from an accredited college or university with major course work in public administration, business, transportation or related field and five years of experience in public transit operations preferred.
- b. Demonstrated ability to seek resources and information to start up and make continued improvements to transit service.
- c. Demonstrated knowledge and ability to manage the many aspects of a transit operation.
- d. Possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.

- e. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- f. Submit to and pass a drug screening test.
- g. Must have legal authorization to work in the United States of America.
- h. Ability to utilize transit planning, scheduling, routing and budgeting software.
- i. Good human relations skills with the ability to communicate effectively with the public, elected officials, members of boards and commissions, department heads, other employees of the City, and employees of other government agencies.
- j. Temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
- k. Excellent communication skills, both written and verbal.
- l. Ability to report for work on time and perform the job responsibilities in a timely manner in order to meet scheduled deadlines.
- m. Have a good reputation for and ability to maintain confidentiality.
- n. Be available to work hours as needed or as necessary.
- o. Knowledge of personnel rules and procedures.
- p. Skill in public speaking.
- q. Ability to perform the duties of the job for a complete workday.
- r. Ability to supervise, coordinate, delegate and negotiate.
- s. Ability to exercise good judgment in evaluating situations and making decisions.
- t. Flexibility to handle issues and projects with different completion schedules.
- u. Ability to make sound financial and budgetary decisions.
- v. Must not have been convicted of a felony, or to a misdemeanor involving dishonesty, violence, gambling, liquor, or controlled substance, nor pleaded no contest or *nolo contendere* to either. Must have the ability to be bonded.

Exempt  
Safety Sensitive  
November 14, 2005